**Ministerial Directions under EUWA 2018 – Guidance from the National Archives**

**Drafting a Ministerial Direction**

Ministerial Directions issued under the European Union (Withdrawal) Act 2018 are an official instruction from a minister to the Queen’s Printer to treat specified items of EU law as non-retained legislation.

Ministerial Directions must be drafted using the Ministerial Directions template, and the list of affected instruments should follow the format given in the example in the Schedule.

This template is based on the SI Template, but there is no need to validate Ministerial Directions before submission. As with an SI, the Ministerial Direction will be allocated a number within an annual sequence by TNA when it is registered, in order to give the Direction a canonical identifier under which it can be published on [www.legislation.gov.uk](http://www.legislation.gov.uk).

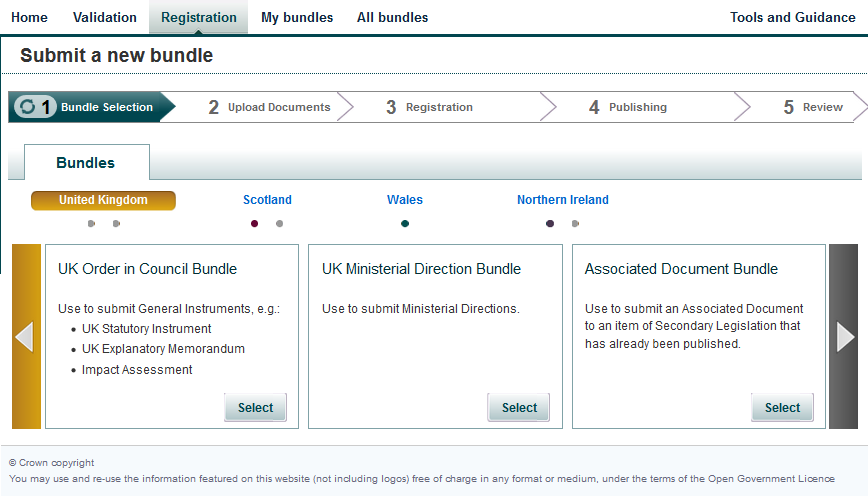
Please complete the necessary details and list the affected instruments in the Schedule as per the example document, separating different types of instrument into separate tables.

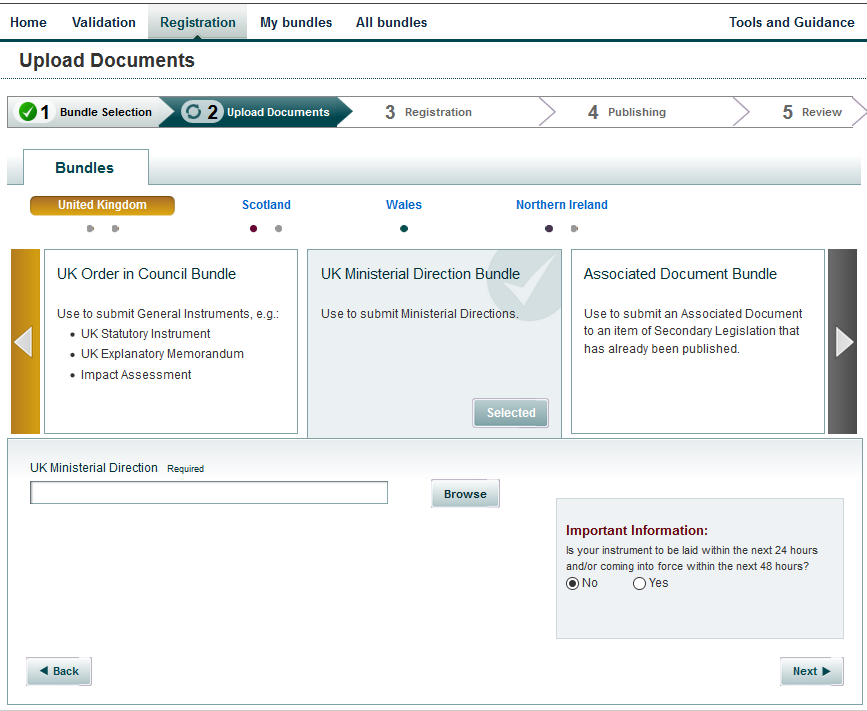
If you have any queries about the content, formatting or publishing process for these Directions, please contact us at [publishing.legislation@nationalarchives.gov.uk](mailto:publishing.legislation@nationalarchives.gov.uk).

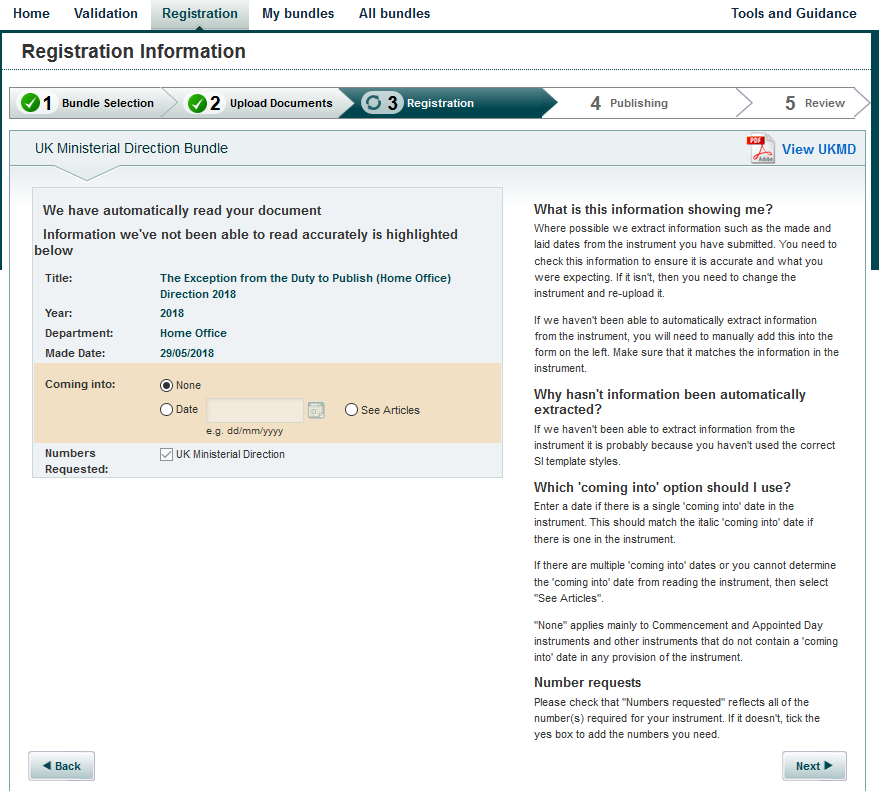
**Submitting a Ministerial Direction for registration and publication**

*The following steps should be handled by a person within the relevant department who typically submits SIs for registration and publication.*

1. To submit a Ministerial Direction, log on to <https://publishing.legislation.gov.uk> using an account that has permissions for submitting SIs. Go to the “Submit a bundle” page, and use the arrows to scroll sideways until you see the “UK Ministerial Direction” bundle type.



2. On the next screen, click “Browse” and navigate to your document to upload it. 

3. On the third step, check that the data has been read correctly, and set the Coming into Force date as “None”.

4. On the fourth step, set the publication details and invoice details.

5. On the fifth and final step, check and confirm the bundle details, and then complete the submission by clicking “Submit for registration”.

From here the registration and publication process will occur as it would for a normal SI.